



ABERDEEN CATHOLIC  
SCHOOL SYSTEM  
DISTRICT 6301

# SAFETY

  

# MANAGEMENT

  

# PLAN

July 2006

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**Safety Management Team**  
**Building Chain of Command (Person in Charge)**

<hr/>		
Building		
<hr/>	<hr/>	<hr/>
Principal	Home Phone Number	Cell Phone Number
<hr/>	<hr/>	<hr/>
Team Member	Home Phone Number	Cell Phone Number
<hr/>	<hr/>	<hr/>
Team Member	Home Phone Number	Cell Phone Number
<hr/>	<hr/>	<hr/>
Team Member	Home Phone Number	Cell Phone Number
<hr/>	<hr/>	<hr/>
Team Member	Home Phone Number	Cell Phone Number

***WHEN IN A "CRISIS MODE,"***  
***EVERY ACTION TAKEN MUST BE COMMUNICATED***  
***IMMEDIATELY TO ALL MEMBERS OF THE***  
***SAFETY MANAGEMENT TEAM***

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(Alternate Site)

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(Alternate Site Phone Number)

This information is to be prominently displayed in the Office. It is to be updated annually with a copy sent to the Dean by October 1.

## **Abduction/Kidnapping/Missing Student**

**DEFINITION:** A stranger or family member abducts a student during school hours; student disappears from the school building during school hours.

### **RESPONSE ACTIONS – WITNESSED ABDUCTION:**

1. Principal: Debrief witness(es) to (a) ensure abduction actually occurred and (b) obtain information about the abduction. If it appears that abduction occurred, then isolate witness(es) until police can visit with them and follow remainder of steps.
2. Principal: Contact parent/guardian to determine if there is a legitimate reason for someone's taking the student.
3. Principal: Call 911 to report incident.
4. Principal: Call Dean.
5. Principal: Assess needs and contact team members.
6. Principal: convene safety team.
7. Principal/Safety Team: Decide on a plan of action:
  - Principal: Meet with faculty if possible. Advise staff about sharing the information with students.
  - Dean: Notify other schools.
  - Team Member: Visit missing student's classroom(s).
  - Counselor: Provide group and individual counseling.
  - Dean: With police assistance, prepare a statement for the media. Ask police about what information may be released. Prepare fact sheet to help those answering phone inquiries.
  - Principal: Send home a letter to parents of students in that school.
  - Dean: If concern exists about additional abductions, send letters home to parents of students in other schools.
8. Counselors: Prepare classmates to be supportive when the child is returned.
9. Safety Team/Dean: Debrief/evaluate the crisis plan with team.
10. Counselors: Provide for follow-up counseling as needed.

### **RESPONSE ACTIONS – ABDUCTION NOT WITNESSED:**

1. Principal and Staff: Verify that the student is missing. Have school searched.
2. Principal: Question the child's friends for information.
3. Principal: Contact parents and confirm possible abduction.
4. Principal: Notify police.
5. Principal: Notify Dean.
6. Principal: Convene Safety Team.
7. Principal: Ask school personnel to assist in searching the neighborhood if prudent.
8. Follow steps 7 through 10 under WITNESSED.

### **PHONE NUMBERS:**

Emergency: 911  
Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **ACCIDENT/SERIOUS INJURY/ILLNESS**

**DEFINITION:** emergency in which one or more persons are injured or sick. Immediate concern is to aid the injured or sick.

### **RESPONSE ACTIONS:**

1. Principal: Call 911.
2. Principal: Contact building secretary.
3. Building Secretary: Assess injuries; administer first aid; in cases of severe injury, do not move injured student(s) unless accident site is unsafe; with permanent marker, write name of students on their arms if they will be taken to the hospital.
4. Principal: Remove uninjured students from the accident site; secure area until an investigation can occur and area can be made safe.
5. Principal: Notify Dean.
6. Principal: Convene Safety Team as needed.
7. Principal: Notify parent(s) of the nature and extent of their children's injuries; specify where their children are located.
8. Safety Team: Accompany injured student(s) to hospital.
9. Dean: Send business manager (Donna Rahm) to hospital to meet with parents to explain insurance coverage.
10. Principal: Interview witness(es) of accident and record information.
11. Principal: Inform staff and all students of the accident.
12. Dean: Inform other schools of the accident.
13. Principal: Notify siblings of the injured and counselors at other schools where siblings attend.
14. Counselors: Counsel witnesses (students and staff) and close friends of the injured.
15. Principal: Ask staff to refer distressed students to the counselor or safety team.
16. Dean: With police and/or fire departments, prepare a statement for the media.
17. Dean/Principal: Provide accurate information to those answering the questions of other parents or the community.
18. Dean: Prepare a statement for all parents at that school.
19. Principal: Visit injured students at the hospital.
20. Business Manager: Notify insurance carrier.
21. Dean/Principal/Director of Buildings and Grounds: Ensure that investigation of accident site is complete and that site is safe and cleaned up prior to resuming use.
22. Principal: Debrief/evaluate safety plan with team.
23. Counselors: Provide on-going counseling as needed.
24. Principal: Log all activities and decisions.

### **PHONE NUMBERS:**

Emergency: 911

Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **ALLERGIC REACTIONS**

**DEFINITION:** An exaggerated or abnormal reaction to substances, situations, or physical states harmless to most people.

### **RESPONSE ACTIONS:**

1. Person noticing reaction: Contact principal's office so that emergency card/ medication form can be checked for possible directions.
2. Principal: If situation appears to be life threatening, call 911 immediately.
3. Trained staff: Provide first aid.
4. Building Secretary: Call student's parent or employee's designated contact person.
5. Building Secretary: If parent or designated contact person cannot be reached, phone doctor listed on emergency card.
6. Keep the student or employee as awake and alert as possible. Clear the area surrounding the student/employee.
7. Team Member: If student is transported to a hospital for treatment, a team member should follow/accompany the student. Be sure a copy of the student's emergency card/medication form accompanies him/her.
8. Principal: Complete appropriate paperwork.

### **PRECAUTIONARY SUGGESTIONS:**

1. Request that parents annually update any health concerns on their child's emergency card.
2. District employees should identify pertinent health concerns on their emergency contact form.
3. Building secretaries must be informed of all students' or staff members' health concerns.

### **PHONE NUMBERS:**

Emergency: 911  
Avera St. Luke's Emergency: 622-5100  
Dean: 226-2100

## **ASSAULT WITH SERIOUS INJURY/RAPE/SEXOFFENSES**

### **DEFINITION:**

### **RESPONSE ACTIONS – ASSISTING THE VICTIM**

1. Staff: Quickly appraise the situation. Contact the main office for additional personnel. Stay with the victim until administrative staff arrives.
2. Staff: Provide medical attention if there are injuries. In case of rape, comfort the victim as much as is allowed. Do not allow victim to shower or wash clothes. Keep clothes.
3. Principal: Notify police.
4. Principal/Police/Staff: Restrain assailant if possible. (School personnel should not risk being endangered.)
5. Principal: Isolate the victim from students, staff, and witnesses. Unless injuries require the immediate attention of a doctor or the injuries indicate transfer to the hospital, keep the victim in school (in principal's office). In case of rape, report to emergency room so appropriate evaluation can be performed.
6. Principal: If student is transported to hospital, a school employee should accompany the student or be at the hospital to meet parents/guardians. If appropriate, write the student's name and school name on the student's arm with permanent marker.
7. Principal: If the victim is a student, contact parent(s) or legal guardian(s).
8. Principal: Question witnesses and record information. (It may be necessary to notify the parents of witnesses.)
9. Principal: Notify Dean.
10. Principal: If assault is a rape, protect the identification of victim. Make school building secretary and same-gender school counselor available for assistance.
11. Principal: If assailant is a student, follow discipline plan.
12. Counselor: Provide counseling for victim and victim's family.
13. Principal: Debrief/evaluate safety management plan with team.
14. Principal: Document all activities and decisions.
15. Principal/Safety Management Team: Determine what steps should be taken to prevent future assaults of this nature.

### **RESPONSE ACTIONS – MANAGING THE ALLEGED ASSAILANT(S)**

1. Principal: Notify police.
2. Principal: Make witness(es) available to police. (It may be necessary to notify the parents of witness(es).)
3. Principal: If assailant is a student, follow discipline plan.

### **PHONE NUMBERS:**

1. Emergency: 911
2. Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## BIOTERRORISM

**DEFINITION:** The use, or threatened use, of biological agents to promote or spread fear or intimidation upon an individual, a specific group, or the population as a whole for religious, political, ideological, financial, or personal purposes.

### **RESPONSE ACTIONS – SUSPICIOUS OR UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE:**

1. Do not shake or empty the contents of any suspicious envelope or package.
2. **PLACE** the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If there is no container, then **COVER** the envelope or package with anything (e.g., clothing, paper trash can, etc.) and do not remove this cover.
4. **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).
5. **WASH** your hands with **soap** and **water**.
6. Report the incident to the local police and Brown County Emergency Management.
7. List all people who were in the room or area when the suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

### **RESPONSE ACTIONS – ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:**

1. **DO NOT** try to **CLEAN UP** the powder. **COVER** the spilled contents immediately with anything (i.e., keep others away).
2. **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).
3. **WASH** your hands with soap and water to prevent spreading any powder to **your face**.
4. Report the incident to the local police and Brown County Emergency Management.
5. **REMOVE** heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. **SHOWER** with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
7. If possible, list all the people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

### **RESPONSE ACTIONS – ROOM CONTAMINATION BY AEROSOLIZATION: BIOLOGICAL AGENT HAS BEEN RELEASED IN A PUBLIC SPACE:**

1. Turn off local fans and ventilation units in the area.
2. **LEAVE** the area immediately.
3. **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).



4. Report the incident to the local police and Brown County Emergency Management.
5. Building Custodian: **SHUT** down kitchen exhaust fans and air handling system in the building, if possible.
6. If possible, list all the people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

#### **PHONE NUMBERS:**

Emergency: 911

Brown County Emergency Management: 626-7122

Dean: 226-2100

#### **HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS:**

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odors
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Shows a city or state in the postmark that does not match the return address.

**NOTE:** According to SDCL 22-14A-24 through 22-14A-27, enacted by the 2002 Legislature, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison.

## **BOMB THREAT/THREAT CALLS**

**DEFINITION:** An incendiary device present in the school or on the premises that may or may not have exploded, or the threat that there is such a device.

### **RESPONSE ACTIONS:**

1. School Staff: Use the Threat Call Checklist.
  - Prolong the conversation as much as possible.
  - Identify background noises.
  - Note distinguishing voice characteristics.
  - Get a description of the bomb, where it is, and when it is due to explode.
  - Determine the caller's knowledge of the facility.
  - Note time of call.
  - Inform principal of the threat.
  - If caller's threat implies an immediate threat, call 911.
2. Principal: Review information provided by individual that received the threat.
3. Principal: Notify the Dean.
4. Principal: Decide whether to evacuate the building immediately (fire alarm procedure – at least 300 feet from the building) and search the facility or make a preliminary search prior to any other action. If the building is not evacuated, personnel are to be consolidated into a safe area and wait for arrival of response team (police or fire department).
5. Custodian: After all students have been evacuated, all utilities should be turned off.
6. Classroom Teachers: Take attendance and assist other teachers as needed in accounting for the whereabouts of students.
7. Principal: Announce that **NO ONE** should use cell phones or radios within a block of the building during the bomb alert. They could activate a bomb.
8. Principal/Buildings and Grounds Director: Maintain an incident command post where a phone checklist is kept and where staff responsible for searching the facility can coordinate the results.
9. Principal/Dean: Determine the need to transport students to another school. If so, contact transportation.

### **PROCEDURE AT GAMES OR LARGE PUBLIC GATHERINGS:**

1. Notice of a bomb threat will be given to the highest person in the line of authority. That person shall make a decision to evacuate the area or to initiate a search. The person shall contact the police for assistance.
2. Public address system announcers will be prepared to announce and direct evacuation procedures.

### **PHONE NUMBERS:**

Emergency: 911  
Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## THREAT CALL RECORD

9. Date \_\_\_\_\_ and time \_\_\_\_\_ of call.

10. Exact words used by the caller:

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11. Ask:

- Who are you?
- Why are you doing this?

If the caller refers to a bomb, ask:

- What time is it set for?
- Where is it?
- What does it look like?
- What is the explosive?
- Why was it placed?

12. \_\_\_\_ Male \_\_\_\_ Female \_\_\_\_ Adult \_\_\_\_ Teenager \_\_\_\_ Child \_\_\_\_ Est. Age

13. Speech (check all that apply)

____ Slow	____ Excited	____ Disguised	____ Intoxicated
____ Rapid	____ Loud	____ Accent	____ Speech Impediment
____ Normal	____ Soft	____ Broken	____ Taped Message
____ Nasal	____ Stutter	____ Lisp	____ Laughing
____ Crying	____ Familiar	____ Incoherent	____ Deep
____ Raspy	____ Ragged	____ Irrational	____ Statement was read

14. Background noise:

____ Music	____ Children	____ Talk	____ Household (TV, dishwasher)
____ Traffic	____ Typing	____ Machines	____ Other voices
____ Airplane	____ Office	____ Animals	____ PA System
____ Static	____ Other		

School \_\_\_\_\_

Completed by \_\_\_\_\_

**NOTE: Obtain as much detail as possible about the bomb and its location. Request more data by expressing a desire to save lives.**

## VEHICLE ACCIDENT

**DEFINITION:** Any motor vehicle accident involving the transportation of students.

### RESPONSE ACTIONS:

1. Staff/Driver: Secure the vehicle; survey all individuals involved in the accident for injuries; calm the students. **Do not move the vehicle** unless leaving it there would place the students in danger.
2. Staff/Driver: If warranted, call 911 and obtain assistance. Give location of the accident, bus/route number, any injuries and whether an ambulance is needed, number and type of vehicles involved.
3. Staff/Driver: Display appropriate warning devices. Do not move the vehicle until instructed to do so.
4. Staff/Driver: Keep all students in the vehicle unless safety conditions warrant their removal. If threat of fire, move students and others to a safe location at least 100 feet away.
5. Staff/Driver: If able, administer first aid.
6. Staff: Notify Dean.
7. Dean: Notify Principal and/or Athletic Director.
8. Staff/Driver: Obtain the list of students who were in the vehicle at the time of the accident. Add students' age, address, phone number, and seat placement in the vehicle at the time of the accident. Share with Principal/Dean.
9. Principal/Designee: Collect emergency health information from enrollment cards kept in the office for all students in the vehicle.
10. Principal/Designee: Go to the accident site and to report any special health considerations to the medics on site.
11. Staff: If a student is transported to the hospital, the staff member should accompany the ambulance to the hospital with the emergency health information and should act as a liaison between the hospital and the school.
12. Principal/Dean: Make arrangements to send a vehicle to get the students not transported to the hospital.
13. Principal: Notify safety management team. Appoint team members to contact parents and, as the information is available, inform them (a) that their child is uninjured or injured and to what extent, (b) where the student has been transported, and how to contact the hospital.
14. Principal: Inform the staff of the situation.
15. Principal: Appoint staff to stay at school until all students are either delivered home or their parents are notified.
16. Principal/Dean: Prepare a fact sheet for telephone inquiries.
17. Dean: Prepare a statement for the media.
18. Staff/Driver: Cooperate with any law enforcement officers and be prepared to provide them with your name, home address, driver's license, insurance card, and vehicle identification number (VIN).
19. Staff/Driver: Obtain the same information as in #8 from other driver's involved in the accident.
20. Staff/Driver: Get names, addresses, and phone numbers of all witnesses.
21. Dean: Have the driver drug- and alcohol-tested.
22. Dean/Principal/Athletic Director: Document all activities and decisions.

23. Business Manager: Check insurance coverage or school district responsibilities for hospital expenses. Inform parents where the information may be found.
24. Business Manager: Inform insurance carriers.
25. Dean: Obtain a copy of the police report.
26. Counselors: Provide counseling as needed.
27. Principal/Dean: Debrief/evaluate the safety management plan with team.

**PHONE NUMBERS:**

Police: 911

Dean: 226-2100

Business Manager: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **CONTAGIOUS DISEASE**

**DEFINITION:** Diseases that are communicable by contact in a school or other large group setting.

### **RESPONSE ACTIONS:**

1. Staff: Contact the building principal.
2. Principal: Contact the Dean.
3. Dean: If necessary, contact Disease Intervention Specialist, State Department of Health.
4. Principal: Activate Safety Management Team if serious enough.
5. Principal: Using input from Dean, Disease Intervention Specialist, State Department of Health, decide on an approach that will best address the situation.
6. Principal: Meet with parents if necessary.
7. Principal: Meet with Safety Management Team to debrief at the end of the day.

### **PHONE NUMBERS:**

Dean: 226-2100

Brown County Health: 626-2649

**NOTE:** Confidentiality of the infected employee or student will be protected. Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **CHILD ABUSE/NEGLECT**

**DEFINITION:** A child (1) whose parent, guardian, or custodian, has abandoned the child or has subjected the child to mistreatment or abuse; (2) who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian; (3) whose environment is injurious to the child's welfare; (4) whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being; (5) who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian; (6) who is threatened with substantial harm; (7) who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture; (8) who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care; or (9) who was subject to prenatal exposure to abusive use of alcohol or any controlled drug or substance not lawfully prescribed by a practitioner.  
SDCL 26-8a-2

### **RESPONSE ACTIONS:**

1. Staff: Report suspected abuse or neglect to principal and counselor.
2. Counselor: Make oral report to Department of Social Services and/or police department within 24 hours of the time the person identifies or suspects abuse or neglect. If the alleged abuser is in the home of the student, police or DSS will make the decision on whether or not the child should be allowed to go home at the end of the day.
3. Counselor: Complete Report of Suspected Child Abuse/Neglect form and send to the Dean.
4. Principal: Permit interview with the child by authorized, properly identified officials.
5. Principal: Notify parents unless they are the suspected abusers.
6. Counselor: Provide follow-up counseling when appropriate.
7. Counselor: Document actions and decisions.

### **PHONE NUMBERS:**

Dean: 226-2100

Department of Social Services: 626-2388

**NOTE:** This is a highly confidential situation and anonymity must be ensured. Every effort must be made to keep the media away from students. Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **CRIMINAL TRESPASS**

**DEFINITION:** The presence of any person on school property who has no legitimate business at the school and may or may not have any students who attend the school. This may apply to strangers who loiter or to known persons who are interfering with the operation of the school.

### **RESPONSE ACTIONS:**

1. Staff: Notify the office if such a person is noticed on school property.
2. Principal: Check identification if possible. Determine if the person has a legitimate reason to be on campus.
3. Principal: If the person cannot give identification or legitimate reason for being on campus, ask the person to leave the school property immediately. Have trespasser sign form to acknowledge the trespassing as a one-time warning so that it's documented.
4. Principal: If the person refuses to leave, the principal will advise him/her that the police will be called.
5. Building Secretary: Make appropriate phone calls.
6. Dean/School Attorney: Obtain a restraining order to prevent future problems, if necessary.
7. Principal: If the person is identified as a parent or person with a legitimate reason to be there, listen to him/her and try to understand the concerns if possible. Isolate the person so that conversation does not take place in front of a crowd. (It may be useful to have one or two other persons present for safety concerns.)
8. Principal: If students or staff witnessed the situation, inform them of the facts once the situation is resolved.
9. Principal/Safety Management Team: Debrief/evaluate the safety plan.
10. Principal: Document the conversation and series of events.

### **PHONE NUMBERS:**

Emergency: 911

Dean: 226-2100

**NOTE:** No employee should place him/herself in a dangerous situation; if there is concern about checking identification/confronting the person, allow police to perform this task.

Any person having been previously advised that he/she may not be on school property is guilty of criminal trespass and shall be charged.

Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.



## DEATH

**DEFINITION:** Determine the situation. Who: School Staff or Student. Where: On school property or off. How: Accidental, intentional, or illness.

### RESPONSE ACTIONS – ON SCHOOL GROUNDS

1. Principal: Call 911.
2. Principal: Isolate the area; move witnesses to a separate area.
3. Principal: Notify the Dean immediately.
4. Principal: Activate the Safety Management Team.
5. Principal: If necessary, determine contact for victim's family.
6. Principal: Conduct staff meeting, including all persons employed at that building.
  - Present facts of crisis and answer questions.
  - Relate school district policy in a crisis.
  - Identify high-risk students and relate strategies to deal with student reactions.
  - Present the plan for individual classroom meetings.
7. Principal: Write an announcement relating to the crisis to be read to students in their classrooms.
8. Staff: Acknowledge students' feelings, dispel rumors, and let students know where counseling is available.
9. Counselor: Coordinate counseling team to provide counseling to staff and students.
10. Principal: Send informational note to family including condolences when appropriate.

### RESPONSE ACTIONS – OFF SCHOOL GROUNDS

1. Principal: Confirm death.
2. Principal: Follow steps 3-9 listed above.

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## EMERGENCY DURING A LARGE EVENT

**DEFINITION:** A meeting, program, or activity where large numbers of students and or adults are gathered in one place (e.g., Holiday music program, athletic event, graduation).

### RESPONSE ACTIONS:

1. Administrator in Charge: Attempt to isolate the emergency. If necessary, evacuate the building using ushers and the public address system with the following procedures:
  - Point out emergency exits to crowd.
  - Stress the need to keep the exits open.
  - Inform as to exit procedures.
2. Administrator in Charge: Call 911 indicating place; type of emergency; injuries, if any; number of people involved; which entrances to be used.
3. Custodian: Mark the access for emergency vehicles. Guide emergency vehicles to the appropriate entrance.

### PHONE NUMBERS:

Emergency: 911  
Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## EXPLOSIONS

### RESPONSE ACTIONS:

1. Staff: Activate the fire alarm to evacuate immediately. Keep in mind that normal escape routes may be blocked due to explosions.
2. Principal: contact fire department; notify the Dean.
3. Staff: See that all students are out of the room; take roll call, close windows and doors, and shut off lights.
4. Staff: Move students at least 300 feet from the building.
5. Staff: Take roll and report status to Principal. Supervise and reassure students throughout the duration of the emergency. Keep students together in their assigned emergency groups.
6. Building Secretary/Trained Personnel: Provide first aid if necessary.
7. Clerical Staff: Close all vaults/fire files and secure all records.
8. Principal/Safety Management Team: Keep the fire lane(s) to the building open.
9. Building Secretary: Assist emergency personnel in locating injured persons. Follow instructions of police and fire department.
10. Principal: Cooperate with authorities in setting up incident command center.
11. Principal: Keep a list of hospitalized persons and the places to which students or staff are being evacuated. Send school personnel to the hospital to accompany injured. Notify the parents of the injured. With permanent marker, write the names of students and their school on their arms if they are injured or ill and must be transported to the hospital.
12. Building Secretary: Keep students and staff away from building until area is declared safe.
13. Principal: If building cannot be reentered, relocate students to pre-determined locations.
14. Principal: When building is safe for reentry, follow instructions of fire department.
15. Dean/Fire Department/Principal: Prepare media statements.
16. Principal: Ask for media assistance in notifying parents and in disseminating information about procedures for releasing students from school.
17. Principal: Contact Buildings and Grounds Director to repair damaged area, erect barricades, deodorize, etc.
18. Principal/Dean: Determine location for temporary classrooms and supplies if needed.
19. Principal: Document all activities and decisions.
20. Counselors: Provide counseling to staff and students as needed.
21. Principal: Debrief/evaluate crisis plan with Safety Management Team.

### PHONE NUMBERS:

Fire Department: 911

Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **FIGHTS**

Do not physically intervene if physical harm can come to you. If an administrator is not available, you should do the following:

### **RESPONSE ACTIONS:**

1. Get help.
  - Choose a student you know.
  - Give a specific directive: "John, go next door and get Mr. Smith."  
This provides you with help and removes at least one spectator.
2. Dismiss the audience – specific, if possible.
3. Approach at a 45-degree angle.
  - Approach preferably from the side of the loser. The aggressor can see you better; the loser can hear you better.
  - Do not approach in the middle. Being the referee in the middle can be dangerous.
4. Identify yourself.
  - They may not recognize you in the middle of a fight.
  - Experience tells us usually one student will respond to authority: "I'm Ms. Smith, a teacher..."
5. Use specific commands and names.
  - "Knock it off," does not provide the clarity someone in a crisis needs.
  - "John, go over to my desk right now and remain there." Ask bystanders who the participants are if the students are not familiar.
6. Identify the aggressor.
  - The addressor presents the greatest problem. Focus on him/her and remove him/her to a neutral room, corner, etc.
  - "Who's winning?" usually identifies the aggressor.
7. Stay calm.
  - Once separated, let the participants calm down. Lectures on consequences may only restart the aggression.
8. Keep them apart.
  - You need to keep the participants separated. Escort students to the main office or other location; try to keep the participants separated. If "help" has arrived, one adult should escort the loser to the office first, followed a few moments later by the aggressor. With an adult present, students often feel confident in taunting, knowing they are protected from attack by the adult.
9. Call police if charges of assault, disorderly conduct, or disruption of school are to be pressed.
10. Document the incident to
  - Clarify what happened from what "I think" happened.
  - Place a sequence to the incident.
  - Provide a fresh account for questions that may arise weeks later.

**NOTE:** Be decisive. Indecision is often viewed as a sign of weakness.

## **FIRE**

### **RESPONSE ACTIONS:**

1. Staff: Activate the fire alarm to evacuate immediately.
2. Principal: Contact fire department; notify the Dean.
3. Staff: See that all students are out of the room; take roll call list, close windows and doors, and shut off lights.
4. Staff: Move students at least 300 feet (preferably a city block) from the building.
5. Staff: Take roll and report status to Principal/Safety Management Team. Supervise and reassure students throughout the duration of the emergency. Keep students together in their assigned emergency groups.
6. Building Secretary/Trained Personnel: Provide first aid if necessary.
7. Clerical Staff: Close all vaults/fire files and secure all records.
8. Principal/Safety Management Team: Keep the fire lane(s) to the building open.
9. Building Secretary: Assist emergency personnel in locating injured persons. Follow instructions of police and fire department.
10. Principal: Cooperate with authorities in setting up incident command center.
11. Principal: Keep a list of hospitalized persons and the places to which students or staff are being evacuated. Send school personnel to the hospital to accompany injured. Notify the parents of the injured. With permanent marker, write the names of students and their school on their arms if they are injured or ill and must be transported to the hospital.
12. Building Secretary: Keep students and staff away from building until area is declared safe.
13. Principal: If building cannot be reentered, relocate students to pre-determined locations.
14. Principal: When building is safe for reentry, follow instructions of fire department.
15. Dean/Fire Department/Principal: Prepare media statements.
16. Principal: Ask for media assistance in notifying parents and in disseminating information about procedures for releasing students from school.
17. Principal: Contact Buildings and Grounds Director to repair damaged area, erect barricades, deodorize, etc.
18. Principal/Superintendent: Determine location for temporary classrooms and supplies if needed.
19. Principal: Document all activities and decisions.
20. Counselors: Provide counseling to staff and students as needed.
21. Principal: Debrief/evaluate crisis plan with Safety Management Team.

### **PHONE NUMBERS:**

Fire Department: 911

Dean: 226-2100

**NOTE:** In the event of a fire, the alarm is silenced to enable the fire crew communication within the building. **The silenced alarm does not mean “all clear.”**

Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **HAZARDOUS MATERIALS/CHEMICAL SPILL**

**DEFINITION:** Chemical spill in or near school building. Toxic fumes are identified as a potential problem.

### **RESPONSE ACTIONS – EXTERIOR RELEASE OF TOXIC FUMES:**

1. Principal: Verify information.
2. Principal: Call 911 and Brown County Emergency Management for emergency assistance. Ask for advice whether to evacuate or remain in place.
3. Building Secretary: Provide for emergency medical care.
4. Principal: Notify Dean.
5. Principal/Dean: Notify parents/community.
6. Dean: Notify other affected schools/worksites.
7. Staff/Principal: Estimate extent of injuries or potential physical danger.
8. Principal: Keep list of hospitalized and/or evacuated persons and where they are located. Send school personnel to the hospital to accompany injured. Notify the parents of the injured. With permanent marker, write the names of students and their school on their arms if they are injured or ill and must be transported to the hospital.
9. Principal: Set up incident command center with communication capabilities.
10. *If instructed by Brown County Emergency Management or fire department to shelter in place:*
  - a) Custodian: Shut down air intakes and kitchen exhaust fans.
  - b) Public Service Company: Turn off main gas supply.
  - c) Staff: Close all exterior doors and windows.
  - d) Principal: Provide portable hand-held two-way communication to control building zones.
  - e) Staff: Set portable AM/FM radios to designated emergency radio station for additional emergency information.
11. *If instructed by Brown County Emergency Management or fire department to evacuate:*
  - a) Staff: Follow Brown County Emergency Management/fire/police directions.
  - b) Principal: Contact transportation to arrange evacuation, specifying precautions that drivers need to take.
  - c) Special Education Staff: Prepare special needs students for evacuation.
  - d) Dean /Principal: Prepare a fact sheet for parent and community inquiries.

After Evacuation

  - e) Dean/Principal: Prepare statement for parents.
  - f) Dean/Principal: Ask media to help notify parents when and where students will be released.
  - g) Principal/Safety Management Team: Debrief/evaluate safety management plan.
  - h) Principal: Make preparations for Safety Management Team to continue with follow-up services.
  - i) Principal: Document all activities and decisions.

## RESPONSE ACTIONS – INTERIOR RELEASE OF TOXIC FUMES:

1. Principal: Verify information.
2. Staff: Move students and staff from affected area.
3. Principal: Call Brown County Emergency Management and 911 for emergency assistance. Ask for advice whether to evacuate or remain in place.
4. Building Secretary: Provide for emergency medical care.
5. Custodian/Principal: Close up and secure affected area.
6. Principal: Notify Dean.
7. Building Secretary: Post warning signs at entrance.
8. Principal: Convene Safety Management Team.
9. Principal: Notify parents.
10. Staff Principal: Estimate extent of injuries or potential physical danger.
11. Principal: Keep list of hospitalized persons and where students/staff are evacuated. Send school personnel to the hospital to accompany injured. Notify the parents of the injured. With permanent marker, write the names of students and their school on their arms if they are injured or ill and must be transported to the hospital.
12. Principal: Maintain communication with command center.
13. *If instructed by Brown county Emergency Management or fire department to shelter in place:*
  - a) Custodian: Shut down main electrical power sources to close all ventilation sources.
  - b) Public Service Company: Turn off main gas supply.
  - c) Staff: Close all exterior doors and windows.
  - d) Principal: Provide portable hand-held two-way communication to control building zones.
  - e) Staff: Set portable AM/FM radios to designated emergency radio station for additional emergency information.
14. *If instructed by Brown county Emergency management or fire department to evacuate:*
  - a) Staff: Follow Brown County emergency Management/fire/police directions.
  - b) Principal: Contact transportation to arrange evacuation, specifying precautions that drivers need to take.
  - c) Special Education Staff: Prepare a fact sheet for parent and community inquiries.
  - d) Dean/Principal: Prepare a fact sheet for parent and community inquiries.

After Evacuation

  - a) Dean/Principal: Prepare statement for parents.
  - b) Dean/Principal: Ask media to help notify parents when and where students will be released.
  - c) Principal/Safety Management Team: Debrief/evaluate safety management plan.
  - d) Principal: Make preparations for Safety Management Team to continue with follow-up services.
  - e) Principal: Document all activities and decisions.

**PHONE NUMBERS:** Brown County Emergency Management: 626-7122  
Emergency: 911 Dean: 226-2100

## HOSTAGE SITUATION

### RESPONSE ACTIONS:

1. Principal: Use intercom to inform students and staff to move to a safe area or to initiate a lockdown.
2. Principal: Call 911. The exact location is very important for the safety of responders and possible hostages.
3. Principal: Notify Dean.
4. Building Secretary: Provide assistance to all injured students and staff.
5. Principal: Assess the situation (weapons, number of students, location, closest exit). Secure the school building. Keep all students away from the area. Lock doors. Inform staff to keep all students in the classrooms and away from windows. Hold change of class bell. Have multiple copies of the school floor plan available for the police.
6. Principal: Keep a list of hospitalized persons and the places to which students or staff are being evacuated. Send school personnel to the hospital to accompany injured. Notify the parents of the injured. With permanent marker, write the names of students and their school on their arms if they are injured or ill and must be transported to the hospital.
7. Principal: Notify victim's parents/guardian.
8. Principal: Cooperate with authorities in setting up incident command center.
9. Police/Principal: Establish a perimeter around school to keep media and others out of school.
10. Principal: Remain available to law enforcement and negotiators.
11. Staff: Take roll.
12. Secretary: Call classrooms to determine absences. PE teachers who are outside should have phones or 2-way radios so the office can communicate with them.
13. Dean: Notify transportation to be on stand-by.
14. Principal: Convene Safety Management Team if possible.
15. Principal: Communicate student release plan to parents.
16. Dean: Inform other schools of problem.
17. Dean/Principal: Prepare a statement for the media including information about when and where the children are to be released.
18. Dean/Principal: Prepare a fact sheet for phone calls from parents and the community.
19. Principal/Custodian: Secure crime scene. Prepare alternate location to use until crime scene area is released by law enforcement.
20. Custodian: Clean and prepare crime scene for use.
21. Principal/Safety Management Team: Debrief/evaluate safety plan with team.
22. Counselors: Make preparations for follow-up services.
23. Principal: Document all activities and decisions.

### PHONE NUMBERS:

Emergency: 911

Dean: 226-2100

**NOTE:** Those individuals not directly involved in the incident should not make themselves vulnerable to injury by talking with suspects while unprotected and exposed to danger.



Those individuals directly involved in the incident should follow orders from the subject without heroics:

- Attempt to remain calm and distract the subject to gain time for police response.
- Leave the room if told to do so.
- Avoid soliciting demands.
- Avoid bargaining or making concessions.
- Never exchange yourself or anyone else for a hostage.
- Avoid giving orders to the subjects.
- Do not make suggestion to the subjects.
- Do not ask acquaintances or family members to talk to the subjects.
- Move very slowly. Keep your distance. Attempt to keep some obstacle between you and the person with the weapon (i.e., door, desk, wall). This is for your safety.
- Keep constant eye contact. Maintain a nonthreatening pose.
- Ask the person to put the weapon down (amazingly, he/she might). He/she may argue but you can indicate that it will be easier to talk if the weapon is put down or in the holder's pocket. If the weapon holder refuses, simply say, "That's OK," and ask what has happened.
- Do not argue. Simply ask questions and listen to his/her responses. Do not refuse to do what you are told to do.
- Reassure the weapon holder that you are there to help. Suggest that you both take a deep breath and try to relax.
- Make no sudden unannounced moves. If you are going to move, tell him/her beforehand what you would like to do.
- If students are being held hostage, ask if they can leave. If the request is denied, try to calm the students. The calmer they are, the safer they are.
- Never hold out your hand and ask the person to turn the weapon over to you. Again, ask him/her to put it down. If you are close enough to hold out your hand for the weapon, you are close enough to become a victim. Do not continue to walk toward the person who has a weapon when told to stop.
- Keep talking, asking, paraphrasing, and listening. Emphasize the fact that no one has been or needs to be harmed, and that the school district wants to respond to his/her concerns.

School staff should assist the police as an information resource:

- Who is the hostage taker?
- Who is being held?
- What are the hostage taker's motives and emotional state?
- Are there significant health problems of anyone directly involved?
- Any weapons observed? If so, what?

School staff should assist with implementation:

- Notify parents.
- Keep students to confined place of safety.
- Assist police with building communication system.
- Assist police with building mechanical systems.
- Assist police with blueprint or layout of premises.

Police will be responsible for the evacuation of the area and will escort staff and students. No one will be unescorted in the immediate area secured by the police.

## **MEDICAL EMERGENCY**

**Definition:** A physical, life-threatening situation.

### **RESPONSE ACTIONS:**

1. Staff: Notify the Principal.
2. Principal: Call 911.
3. Building Secretary: Provide first aid.
4. Principal/Designee: Notify parent/legal guardian of student or emergency contact for staff member. Share necessary information over the phone without alarming the contact person unnecessarily.
  - If parent cannot be reached, continue to call parent or persons listed on the emergency card. Call parent's/spouse's place of employment, emphasizing urgency of situation.
  - If necessary, contact older sibling to identify additional emergency contact(s).
5. Principal: Notify the Dean.
6. Safety Management Team: If student is transported to a hospital for treatment, a member of the team should accompany/follow.
7. Principal: Document all activities and decisions.

### **Seizures**

- Protect the victim from nearby hazards (sharp objects, desks, etc.)
- Loosen any clothing that may be restricting (tie, collar, necklace, etc.)
- If possible, put a jacket or padding under the head.
- Turn the victim on his/her side to assure an open airway.
- Do not put any object in the victim's mouth.
- Do not restrain the victim.
- Stay calm and continue to reassure the victim that he/she is going to be OK. Tell victim he/she is having a seizure and that you will be staying with him/her.
- Notify parents and document.

### **Neck, Head, Back Injuries**

- Do not move the person.
- Inform injured person not to move.
- Apply mouth-to-mouth resuscitation or CPR if needed.
- If possible, remove other students from the scene.
- Provide comfort until emergency medical team arrives and maintain a calm environment.
- Principal should meet with parents/legal guardians prior to their seeing child. If parents are distraught, try to calm them, particularly before they drive to the hospital.

### **Bleeding**

- Control bleeding if necessary.
- If individual feels faint, direct him/her to lie down.
- If possible, remove other students from the scene.
- Restrict affected area.

- Inform custodial staff of all infected areas. Remind them to wear protective gear when cleaning the area.
- Dispose of soiled equipment in double bags.
- Wash hands with germicidal soap.

**Medication/Substance Abuse**

- Keep the person as awake as possible.
- Use trained staff for first aid.

**PHONE NUMBERS:**

Emergency: 911

Avera St. Luke's Emergency: 622-5100

Dean: 226-2100

**NOTE:** In the event of any physical injury to a student or staff member.

**Protect yourself:**

- If there is bleeding involved, do not attempt to remove the individual from the room or area (to contain the blood). Dispose of any soiled towels, clothing, etc. per OSHA requirements (i.e., in double bags or, if available, red biohazard bags).
- Use the personal protective equipment that has been provided to the school: disposable gloves should be worn at all times.

**Protect others:**

- Remove all students from the area.
- Restrict area until properly decontaminated, if appropriate.

Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## NUCLEAR WARNING

**DEFINITION:** The primary means of warning of a nuclear attack will be Weather Alert Warning radio located in the administration offices of each building. **Take immediate protective action.**

### RESPONSE ACTIONS:

1. Everyone: Move to the center of the building to the lowest level (if there is more than one story) away from outside walls or any openings to the outside.
2. Custodians/Everyone: Shut down all air handling systems; close doors and windows.
3. Everyone: Keep a portable radio and monitor the Emergency Broadcast Radio Station. If this is not possible, be alert to attempts of Emergency Management officials to get information to you through special teams, public address systems, or on a door-to-door basis. Be prepared to evacuate if advised to do so, following fire drill plans with possible modifications.

**NOTE:** The heavier, thicker, and denser the shielding material is between people and the outside, the better the protection.

Radiation is carried by physical particles of dust or dirt. By keeping this dust out, the amount of radiation exposure is minimized.

## PLANE CRASH

### RESPONSE ACTIONS:

1. Staff: Activate the fire alarm to evacuate immediately.
2. Principal: Contact fire department; notify the Dean.
3. Staff: See that all students are out of the room; take roll call list, close windows and doors, and shut off lights.
4. Staff: Move students at least 300 feet from the building.
5. Staff: Take roll and report status to Principal/Safety Management Team. Supervise and reassure students throughout the duration of the emergency. Keep students together in their assigned emergency groups.
6. Building Secretary: Provide first aid if necessary.
7. Clerical Staff: Close all vaults/fire files and secure all records.
8. Principal/Safety Management Team: Keep the fire lane (s) to the building open.
9. Building Secretary: Assist emergency personnel in locating injured persons. Follow instructions of police and fire department.
10. Principal: Cooperate with authorities in setting up incident command center.
11. Principal: Keep a list of hospitalized persons and the places to which students or staff are being evacuated. Send school personnel to the hospital to accompany injured. Notify the parents of the injured. With permanent marker, write the names of students and their school on their arms if they are injured or ill and must be transported to the hospital.
12. Building Secretary: Keep students and staff away from building until area is declared safe.
13. Principal: If building cannot be reentered, relocate students to pre-determined locations.
14. Principal: When building is safe for reentry, follow instructions of fire department.
15. Dean/Fire Department/Principal: Prepare media statements.
16. Principal: Ask for media assistance in notifying parents and in disseminating information about procedures for releasing students from school.
17. Principal: Contact Buildings and Grounds Director to repair damaged area, erect barricades, deodorize, etc.
18. Principal/Dean: Determine location for temporary classrooms and supplies if needed.
19. Principal: Document all activities and decisions.
20. Counselors: Provide counseling to staff and students as needed.
21. Principal: Debrief/evaluate crisis plan with Safety Management Team.

### PHONE NUMBERS:

Fire Department: 911

Dean: 226-2100

**NOTE:** In the event of a fire, the alarm is silenced to enable the fire crew communication within the building. **The silenced alarm does not mean “all clear.”**

Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **RIOTS/LARGE GROUP ALTERCATION**

### **RESPONSE ACTIONS:**

1. Staff: Evaluate the situation; try to calm the participants. Do not interfere if physical harm can come to you.
2. Staff: Contact the principal.
3. Staff: Keep students away from the situation.
4. Principal: If situation warrants, contact 911 for police.
5. Principal: Announce that the building is in lockdown.
6. Principal: Notify all staff regarding situation.
7. Principal: Monitor the situation and try to diffuse potential violent actions.
8. Principal: Cooperate with police in dispersing the group.
9. Principal: Identify participating parties and, if students, notify the parent(s) or legal guardian(s).
10. Principal: Debrief/evaluate safety management plan with team.
11. Principal: Document all activities and decisions.

### **PHONE NUMBERS:**

Police: 911  
Dean: 226-2100

## SEVERE WEATHER (TORNADO, FLOOD, EARTHQUAKE, NATURAL DISASTER)

**DEFINITION:** The occurrence of any weather or natural disaster that would necessitate an early dismissal from school.

### RESPONSE ACTIONS:

1. Principal: Contact Brown county Emergency Management and 911.
2. Building Secretary: Go to [www.crh.noaa.gov/abr](http://www.crh.noaa.gov/abr). If necessary, tune to battery powered radio for additional weather information.
3. Principal/Staff: If the National Weather Service issues a tornado warning or a tornado or funnel cloud is sighted, move staff and students to inner hallways, inside wall on bottom floor, or best available space away from windows. Avoid places with wide-span roofs, such as auditoriums, cafeterias, large hallways, etc. have students cover their heads and necks with their arms and, if possible, with a coat or other clothing to minimize injury. Students must take cover inside immediately. **Do not release students from school.**
4. Staff: Evacuate classrooms bearing the full force of the wind.
5. Staff: If storm is accompanied by severe flooding, relocate students and staff to an area safe from flooding until further instructions are received.
6. Principal: Contact transportation if evacuation is needed.
7. Special Education Staff: Prepare special needs students and personnel for evacuation.
8. All: Follow police and fire department instructions.
9. Principal: Notify Dean.
10. Principal: Cooperate with authorities in setting up incident command center.
11. Principal/Maintenance Staff: Survey damage.
12. Safety Management Team: Implement evacuation plan if appropriate.
13. Principal: Keep a record of those persons who have been hospitalized or evacuated and where they have been taken.
14. Principal: Log all activities and decisions.
15. Principal/Dean: Prepare media statement.
16. Principal/Dean: Ask for media assistance in notifying parents and disseminating information about procedures for releasing students.
17. Principal/Safety Management Team: Debrief/evaluate safety plan and plan for follow-up services for students and staff.

### PHONE NUMBERS:

Brown county Emergency Management: 626-7122  
Emergency: 911  
Dean: 226-2100

### NOTE:

**Watch:** Conditions are favorable for tornado or severe weather.

**Monitor:** Take action as needed.

**Warning:** A tornado has been spotted or indicated by radar.

**Take Shelter:** Weather reports should be monitored continuously.

## SHOTS FIRED/DRIVE-BY SHOOTING

### RESPONSE ACTIONS:

1. Staff: When a vehicle is seen and shots are heard, tell students and other staff to lie on the floor or ground.
2. Staff: When the vehicle leaves, have all students and staff that are outside get into the building. Try to get an accurate description of the vehicle and, if possible, a license plate number. Be alert for the possible return of the vehicle.
3. Staff: Check students/staff for any injuries; if any are severe, call for assistance.
4. Staff: Notify the Principal.
5. Principal: Secure the building; announce lockdown.
6. Principal: Call 911 and/or emergency personnel.
7. Staff: Return to classrooms and check for missing students.
8. Principal: Notify the Dean.
9. Counselors: Provide counseling as needed.
10. Principal: Document all activities and decisions.
11. Principal: Debrief/evaluate crisis plan with Safety Management Team.

### PHONE NUMBERS:

Police: 911  
Dean: 226-2100

**NOTE:** Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.



## SUICIDE INTERVENTION

### RESPONSE ACTIONS – ATTEMPT AT SCHOOL:

1. Staff: Identify crisis level
  - Priority 1 – Student/staff member is in immediate danger of injuring self or others
    - a. Call 911.
    - b. Notify the Principal, Counselor, and Building Secretary.
    - c. Do not leave the person alone.
    - d. If student is transported to hospital, meet parents there.
  - Priority 2 – Student/staff member is in need of a psychological consultation within a reasonable amount of time.
    - a. Notify the principal, counselor, and building secretary.
2. Principal: Contact parents; if a staff member, contact emergency notification. If an ambulance is not needed, ask parents to come to the school to meet with the counselor and principal.
3. Principal: Notify Dean.
4. Counselor: Provide counseling for the suicide student while awaiting arrival of the parents for transportation to a medical facility.
5. Principal/Staff: Clear witnesses from the area.
6. Safety Management Team: Help witnesses process their thoughts and feelings about what has happened.
7. Principal: Visit the home.
8. Counselor: Develop a re-entry plan with parents, student, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment.
9. Counselor: Provide counseling as needed.
10. Principal: Document all activities and decisions.
11. Principal: Debrief/evaluate the safety plan with the team.

### RESPONSE ACTIONS – ATTEMPT OFF CAMPUS

1. Principal/Counselor: Meet with the student and parents.
2. Principal/Counselor: If student is hospitalized, visit with him/her.
3. Counselor: Identify friends of the student and provide counseling for them.
4. Principal: Visit the home.
5. Counselor: Develop a re-entry plan with parents, student, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment.
6. Principal: Debrief/evaluate the safety plan with the team.

### PHONE NUMBERS:

Emergency: 911

Dean: 226-2100

Avera St. Luke's Psychiatric Crisis Line: 229-1000

Northeastern Mental Health Center: 225-1010

Aberdeen Public School Psychologist: 725-7146

**NOTE:** Maintain strict confidentiality. Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## UTILITIES FAILURE/POWER OUTAGE

### RESPONSE ACTIONS – LOSS OF ELECTRICITY/POWER LINE DOWN

1. Staff: Advise the office of the location and description of the incident.
2. Staff: Keep everyone away from downed power lines.
3. Staff: Remain in or return to the classroom as applicable until further instructions are given.
4. Principal: Notify the custodian/food staff regarding electrical outage.
5. Custodian: Contact the utilities company.
6. Custodian: Determine the extent of loss of electricity/downed power lines.
7. Custodian: Assist the utility company in restoration of electricity and keeping the area cleared.
8. Staff: All staff without a class will report to the office for instructions.
9. Staff: If failure occurs during lunch, all teachers and other staff are to assist in supervision of the area.
10. Principal: Contact food service so alternate arrangements can be made for lunch.

### RESPONSE ACTIONS – GAS LEAK

1. Staff: Contact the principal.
2. Principal/Staff/Custodian: Evacuate the area by using fire drill procedures.
3. Principal/Staff/Custodian: **Do not** operate any electrical switches.
4. Principal: Contact Northwestern immediately.
5. Staff: If there is a gas shut off located in the room, turn it off.
6. Custodian: Shut off main gas lines.
7. Custodian: Ventilate the area by opening windows and doors.
8. Custodian: Assist the gas company in location of leak.
9. Principal: Notify Dean.
10. Custodian: Keep administration advised of the situation.
11. Principal/Staff: Reoccupy the building only when cleared by authorities.

### PHONE NUMBERS:

Northwestern Energy: 225-6300  
Dean: 226-2100

**NOTE:** Schools should have flashlights available in the event of a power failure. Batteries should be checked each time we move to or from Daylight Savings Time.

Administrators and office staff must ensure their cell phones are turned on in the event of a power failure or other problem.

## **WEAPON/INTRUDER**

**DEFINITION:** When a student or intruder enters any school property with a weapon. The goal is to maintain calm and order and avoid escalation of a dangerous situation.

### **RESPONSE ACTIONS – IF WEAPON IS SUSPECTED:**

1. Staff: Inform Principal as soon as possible.
2. Principal: Alert Police.
3. Police: Accompany the student/intruder to the office with backpack, purse, books, and other possessions.
4. Principal: Ensure that at least two adults and the police officer are present at the meeting.
5. Police: Police will frisk the student/intruder for safety and search if given consent. If search yields nothing, two adults, the police officer, and the student go to the student's locker for a search.
6. Police: If a weapon is found, police officer will remove student from campus.
7. Principal: Notify parent.
8. Principal: Notify Dean.
9. Principal: Follow discipline plan.
10. Principal/Safety Management Team: Debrief/evaluate safety plan.

### **RESPONSE ACTIONS – IF WEAPON IS VISIBLE:**

1. Staff: Inform Principal as soon as possible.
2. Principal: Activate lockdown procedure.
3. Everyone: This announcement will be made over the P.A. system:  
"Teachers, this is a lockdown - - we have an intruder." Immediately lock your classroom door, turn off the lights, and hide with your students, in an area not visible from your windows and/or classroom door. You must remain with your students until an all clear is announced. It is critical that your students remain totally silent during this time.  
**Note:** Each faculty member should have a predetermined place within the spaces they occupy throughout the year to hide all students in the case of an emergency lockdown.
4. Principal: Call Police.
5. Principal: Notify Dean.
6. Principal: Notify staff and students outside the building to move to a safe location.
7. Everyone: As possible, place a sheet of green construction paper in an outside window and doorway (slide under the door or put in door window) if all your students are safe with you. If there is an injury, if there is a student missing or any other concern, use a piece of red construction paper.
8. Everyone: Work with the police as directed.
9. Principal: Follow discipline plan.
10. Principal/Safety Management Team: Debrief/evaluate safety plan.

## PHONE NUMBERS:

Emergency: 911

Dean: 226-2100

**NOTE:** If you have been seen and are now a hostage of the weapon holder, buy time. Communicating is an effort to buy time until trained help arrives. When they do arrive, do exactly what they tell you to do. In the meantime,

- Attempt to remain calm and distract the subject to gain time for police response.
- Leave the room if told to do so.
- Avoid soliciting demands.
- Avoid bargaining or making concessions.
- Never exchange yourself or anyone else for a hostage.
- Avoid giving orders to the subjects.
- Do not make suggestions to the subjects.
- Do not ask acquaintances or family members to talk to the subjects.
  
- Move very slowly. Keep your distance. Attempt to keep some obstacle between you and the person with weapon (i.e., door, desk, wall). This is for your safety.
- Keep constant eye contact. Maintain a nonthreatening pose.
- Ask the person to put the weapon down (amazingly, he/she might). He/she may argue but you can indicate that it will be easier to talk if the weapon is put down or in the holder's pocket. If the weapon holder refuses, simply say, "That's OK," and ask what has happened.
- Do not argue. Simply ask questions and listen to his/her responses. Do not refuse to do what you are told to do.
- Reassure the weapon holder that you are there to help. Suggest that you both take a deep breath and try to relax.
- Make no sudden unannounced moves. If you are going to move, tell him/her beforehand what you would like to do.
- If students are being held hostage, ask if they can leave. If the request is denied, try to calm the students. The calmer they are, the safer they are.
- Never hold out your hand and ask the person to turn the weapon over to you. Again, ask him/her to put it down. If you are close enough to hold out your hand for the weapon, you are close enough to become a victim. Do not continue to walk toward the person who has a weapon when told to stop.
- Keep talking, asking, paraphrasing, and listening. Emphasize the fact that no one has been or needs to be harmed, and that the school district wants to respond to his/her concerns.

This is a critical life and death situation. Do not underestimate the weapon holder's limited impulse control, ability to cause a serious injury, or potential to kill someone. He/she may be very agitated, intoxicated, on drugs, or emotionally incapable of reason or logic. The risk is far greater in these situations. This reinforces the importance of calling 911 before staff becomes involved.

Do not make a comment to the press; refer all press/media to the Dean. Every effort should be made to keep the media away from students.

## **WINTER STORM PROCEDURES**

**DEFINITION:** Hazardous blizzard conditions that would necessitate an early dismissal from school for students and staff.

### **RESPONSE ACTIONS:**

1. Dean: Having followed the procedure for determining whether to close schools, contact building principals.
2. Principal: Contact staff.
3. Staff: Use checklist to account for students.
4. Principal: Make arrangements with emergency contacts for children remaining behind.
5. Principal: Remain until all students have left the building.

